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ABSTRACT

Designed to aid students in career planning, this booklet outlines some basic principles and techniques needed to organize a job search. It is divided into five sections. Each section focuses on one major step in the process of job seeking: Self-Appraisal, Job Search, Job Application, Job Interview, and Job Maintenance. A brief outline of topics covered in the step begins each section. In addition to informative material, these materials may be provided: sample checklists, examples, and sample forms. (YLB)

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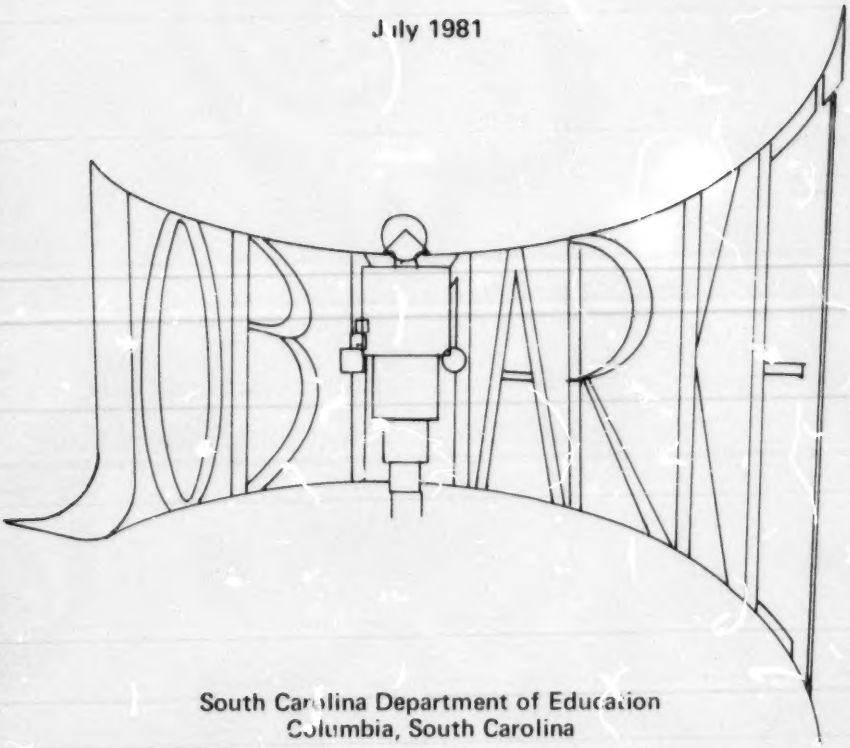
JOB SEEKING – HOW AND WHERE?

July 1981



South Carolina Department of Education
Columbia, South Carolina

Charlie G. Williams, State Superintendent of Education
Sidney B. Cooper, Deputy Superintendent for Instruction

CE033324

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INTRODUCTION

Right now probably the most important matter in your life is finding a job---not merely any job, but one in which you can not only earn a living but also receive satisfaction and contribute to your community.

Most men and women will work an average of 25 to 45 years – a monumental investment in a most important aspect of your life. The time and energy that you spend in choosing a job which is tailored to your long-term career interests will pay off time and time again.

Although perhaps highly trained and experienced in your occupational field, you may find yourself ill-equipped for the task of finding a job. So where can you, *the job seeker,* turn for help? After all, your career future depends heavily on how well you are able to market your qualifications!

This booklet is designed as one aid for you to use in your career planning. It outlines some of the basic principles and techniques which are needed to organize your job search.

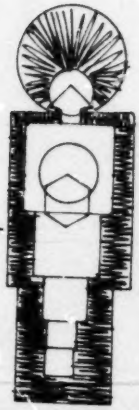
Some of the techniques which are presented will vary according to the type of job which you are seeking. Hence, we recommend that you read the booklet in its entirety and then adapt the suggestions which you think may be helpful to you.

The booklet is divided into five sections. Each section focuses on one of the major steps in the process of job-seeking:

1. Self-Appraisal
2. Job Search
3. Job Application
4. Job Interview
5. Job Maintenance

Have fun reading the booklet! You will enjoy learning about the person who is determining your destiny – you!

STEP NO. 1 SELF–APPRAISAL

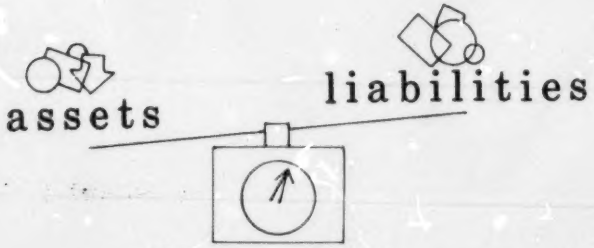


In this step you will find:

- ☐ a definition of self-appraisal
- ☐ the importance of self-appraisal
- ☐ the relationship of physical characteristics to job choices
- ☐ the relationship of personality to occupational choices
- ☐ the relationship of interests to future job choices
- ☐ an understanding of abilities
- ☐ an understanding of attitude
- ☐ an understanding of aptitude

What is Self-Appraisal?

Self-appraisal may be defined as examining one's qualities and characteristics in order to determine self-worth for the job market. It involves taking a close look at oneself in an attempt to identify personal assets and liabilities.



Why is Self-Appraisal Important?

Self-appraisal is important because it helps you to know yourself better, and understanding yourself will give you a broader and more realistic perception in making decisions about your occupational future! In making a decision about a job, an individual should ask several key questions:

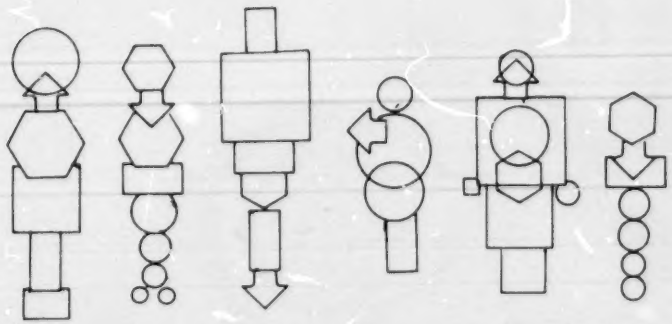
* What seems to be my main interest?
* What can I do best?
* Do I like to be with people, or do I like to be alone?
* Do I like to work inside or outside?
* What skills and abilities do I possess?
* What kind of job do I think I want?
* Will I be able to learn to do the kind of work which I think I like?

Physical Characteristics and Job Choices

Assessing your potential job skills will require you to consider many factors about yourself that may contribute to your future job success. One of these factors is your physical characteristics. Physical characteristics give a description of your outward appearance and make you different from other individuals.

Physical characteristics consist of such factors as:

* age
* height
* eyesight
* hearing
* voice
* weight
* amount of energy
* general health



Individuals who have average physical characteristics could qualify for many jobs; however, some jobs are more accessible to individuals who are not average in physical descriptions. For instance, in some jobs small people have an advantage – a jockey. Can you name some occupations in which it is advantageous to be thin? What are some occupations in which your voice is a definite factor? Before deciding on a job, you should think about your physical characteristics to determine how personal physical characteristics could affect your success rate in the job which you choose.

From the following list of twelve jobs try to identify the jobs in which amount of energy which an individual possesses is a definite factor in determining whether or not he/she can succeed in the position:

1. swimmer
2. carpenter
3. concert pianist
4. loom fixer
5. surgeon
6. brick mason
7. bookkeeper
8. truck driver
9. secretary
10. janitor
11. welder
12. shoe repairer

Personality and Occupational Choices

Personality refers to those characteristics which distinguish one person from another. Everyone has a personality. One individual may be outgoing; whereas another individual may be reserved. Your personality will have an affect on the job you choose. Sometimes employers use personality traits to decide whom to hire or whom to promote.

Some positive personality traits for which employers look may include:

1. Initiative: ability to look for ways of performing a task more efficiently, requiring little direction or supervision;
2. Reliability: trustworthiness and dependability, completing work assignments on time;
3. Perseverance: determination to stay with a task until completion;
4. Aspiration: desire to achieve higher or greater goals;
5. Sociability: inclination to get along with people with whom and for whom one works.

In order to enjoy future job success, you must constantly assess your personality traits to see how they relate to future occupational goals. The following Sample Personality Checklist may help you appraise your personality characteristics. Complete the questions and compare your answers with the personality traits which are needed in your occupational goals.

Sample Personality Checklist

	Yes	No
1. Do I make friends easily?	_____	_____
2. Do I get along well with others?	_____	_____
3. Do I prefer to work alone?	_____	_____
4. Do I prefer to be a leader?	_____	_____
5. Do I prefer to be a follower?	_____	_____
6. Do I enjoy being in the spotlight?	_____	_____
7. Can I make a presentation before a group?	_____	_____
8. Am I nervous and tense in a group?	_____	_____
9. Do I usually finish a task?	_____	_____

10. Which adjective(s) describes me most of the time?

patient _____ dependable _____ easygoing ____

accurate_____ punctual _____

11. Do I have a good sense of humor?	_____	_____
12. Am I a good sport?	_____	_____
13. Can I take advice?	_____	_____
14. Can I work under pressure?	_____	_____
15. Am I always neat in appearance?	_____	_____

Interests and Future Job Choices

Some people would like to work in areas in which they do not have abilities. Others have abilities in areas in which they do not have interest. In order to be successful on a job, one must have both interest and ability. Aren't you relieved that varying types of interests exist? If all of us had the same interests, we would want to do the same kinds of work!

Unless you know what you like and dislike and what is important to you, you will not be able to make sound decisions about future job choices. The following Sample Interest Checklist will help you learn more about yourself as you consider future occupational choices. Answer the questions in the checklist and compare your answers with your friends and discuss the reason for your responses.

Sample Interest Checklist

1. What activities do I like to do in my free time?
2. Do I spend most of my free time indoors or outdoors?
3. What are my hobbies?
4. Do I enjoy spending my free time alone or with others?
5. Do I like to read? If so, what kind of literature?
6. Do I like T.V.?____Movies?____ What types of movies do I like?
7. What kinds of competition have I entered in the last year?
8. Do I like to work with my hands?____ If yes, what are some of my skills?
9. Do I belong to any clubs or organizations?____ Which ones do I enjoy most?
10. What subjects do I like best in school? (List in order of priority.)

Understanding Abilities

Ability refers to the natural talent necessary to perform a task. Everyone has abilities of some kind. In order to be successful in a chosen occupation, you must consider your abilities in order to determine whether or not your occupational interests correspond with your abilities.

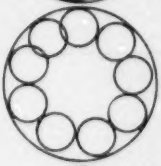
Some types of abilities are:

1. Social Ability:

   the ability to get along well with the people one meets or for whom one works;

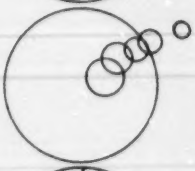
2. Mechanical Ability:

   the ability to manipulate machinery or tools and to understand mechanical movement;



3. Creative Ability:

   the ability to make or produce ideas, materials, etc., through imaginative skill;

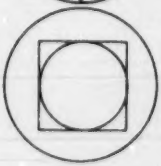


4. Clerical Ability:

   the ability to perform detail work of an office rapidly and accurately;

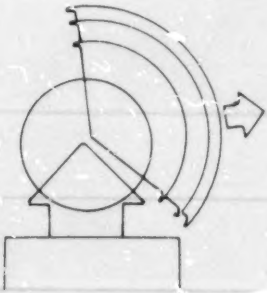
5. Scientific Ability:

   the ability to solve problems and find answers to scientific questions.



Understanding Attitude

Another important factor to consider in self-appraisal is one's attitude. Attitude is often used by an employer in evaluating a person for a job. It is one of the most important topics discussed in job circles by employers and supervisors. Attitude is the feeling or emotion that a person exhibits towards other people (or toward work).



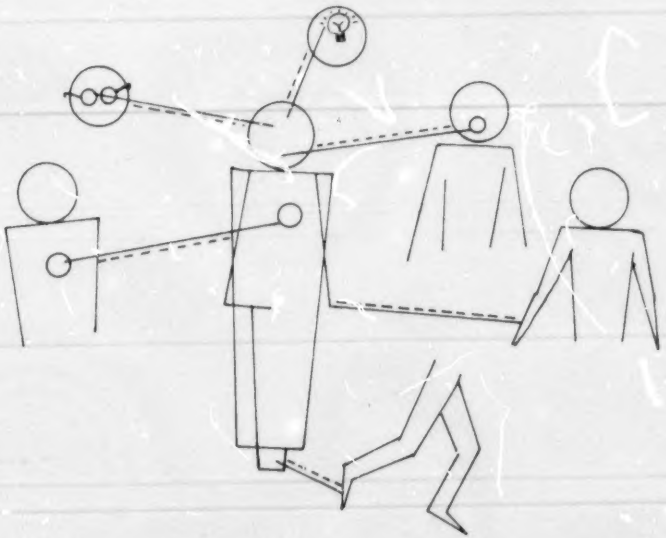
If you exhibit a positive attitude (i.e., if you are usually happy; are willing to work hard; do not mind doing difficult jobs or getting dirty, or doing whatever you are asked to do; and usually keep a smile on your face), then people will determine that you have a good attitude toward work. If you do not like the work, or if you do not like what you receive from the work, or if you are lazy, then your attitude may be considered negative. Needless to say, all employers try to hire a person with a positive attitude as opposed to someone with a negative attitude. In self-appraisal, considering your attitude toward certain jobs as you make an occupational choice is *most important*!

What is an Aptitude?

An aptitude is the capacity for learning or performing a specific job or activity in some future time. Aptitude consists of factors such as hereditary characteristics, past experiences, and physical make-up.

All kinds of aptitudes exist among people. Some individuals have aptitudes to be good athletes; others make excellent speakers; and some people are good entertainers. Some individuals may have the aptitude to be successful in certain careers while others may not be successful due to certain limitations or insufficient aptitude in these career areas. Aptitude may change as the person matures and acquires additional experience or training.

In making an occupational choice, you should seriously consider your aptitudes since aptitudes are related to future job performance. In order to know what your aptitudes are, you may wish to take a test that measures aptitudes. Several instruments are used for this purpose. Aptitude tests to which you may have already been introduced at school are: the General Aptitude Test Battery, the Career Planning Program, or The Differential Aptitude Test. Many other instruments can be used for measuring potential job success; and your school counselor can provide you with additional information about some of these instruments.



The General Aptitude Test Battery is a widely used instrument. It measures the nine aptitudes which are defined in the following list. You may want to study the definition for each aptitude to determine the kind of tasks which are used to measure these aptitudes and to think of the ways in which each area is related to your occupational choice.

1. General Learning Ability: the ability to "catch on" or understand instructions and underlying principles; the ability to reason and make judgments, closely related to doing well in school.

2. Verbal Aptitude: the ability to understand meanings of words and ideas associated with them, and to use words effectively; the ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and paragraphs; the ability to present information or ideas clearly.

3. Numerical Aptitude: the ability to perform arithmetic operations quickly and accurately.

4. Spatial Aptitude: the ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects; the ability to recognize the relationships resulting from the movements of objects in space.

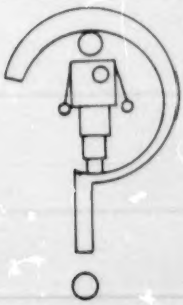
5. Form Perception: the ability to perceive pertinent detail in objects or in pictorial or graphic material; the ability to make visual comparisions and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.

6. Clerical Perception: the ability to perceive pertinent detail in verbal or tabular material; the ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation.

7. Motor Coordination: the ability to coordinate eyes and hands or fingers rapidly and accurately; the ability to make a movement response accurately and swiftly, probably related to reaction time.

8. Finger Dexterity: the ability to move the fingers and manipulate small objects with the fingers rapidly or accurately.

9. Manual Dexterity; the ability to move the hands easily and skillfully; ability to work the hands in placing and turning motions.



STEP NO. 2 JOB SEARCH

In this step you will find:

- ☐ What Do I Want?
- ☐ Where Do I Look?
- ☐ Who Will Help?

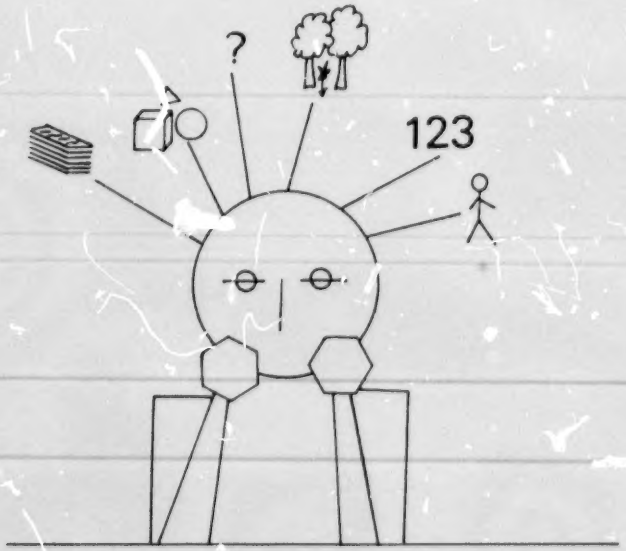
What Do I Want?

Before deciding on a particular occupation, you should think about your interests, your abilities, and any problems which you have that may affect the way you can perform on a particular job. You need to answer some questions about yourself before you begin the job search. Think about the following questions and then determine what you want out of a job.

Do I want a job working with people? . . .with objects? . . .with reports? . . .with numbers and figures? . . .a strenuous job? . . .an active job? . . .a job with a regular routine? . . .working indoors? . . .working out-of-doors? . . .with regular hours? . . .shift work? . . .hourly or straight pay? . . .standing or sitting?

Have I investigated earnings . . .working hours . . .benefits . . .health hazards . . .advancement policy . . .future needs . . .needed qualifications . . .insurance . . .retirement?

(For additional discussion, refer to pages 1-10, Self-Appraisal.)



Where Do I Look?

The three most effective methods of finding job opportunities are:

Exploring Personal Contacts,

Answering Help Wanted Advertisements,

Conducting Mail Market Campaigns.

The following sources offer effective routes to search for job opportunities:

Placement Agencies

School Placement Services – located in vocational centers and high schools in the State

S.C. Employment Security Commission – located in most larger cities in the State

Private Employment Agencies – located in the metropolitan areas of the State

Help Wanted Ads

Directories

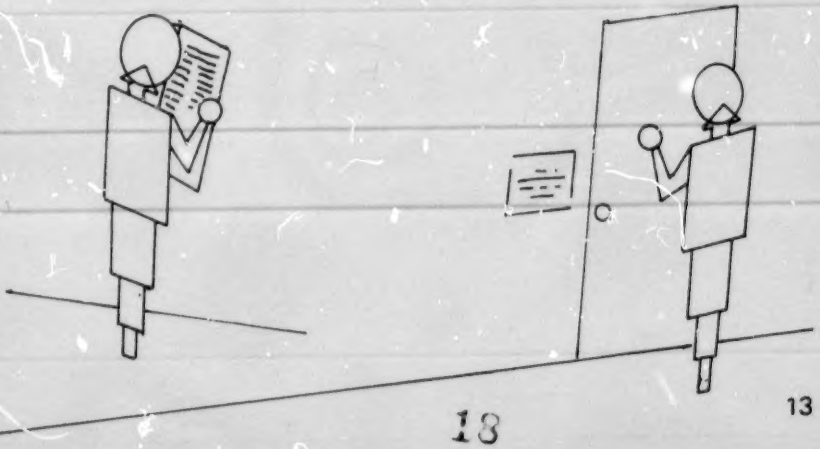
Non-Commercial Agencies

Friends And Relatives

Yellow Pages

Civil Service Opportunities

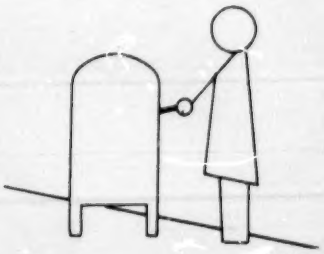
Trade And Professional Journals



Who Will Help?

Many people are available to assist you in locating a job. The following people and offices will work steadily with you and help you:

- Job Placement Counselors
- Guidance Counselors
- Instructors
- School Officials
- Family
- Friends
- Craft Advisory Committees
- Current Students
- Graduates of the Vocational Program of Your Interest



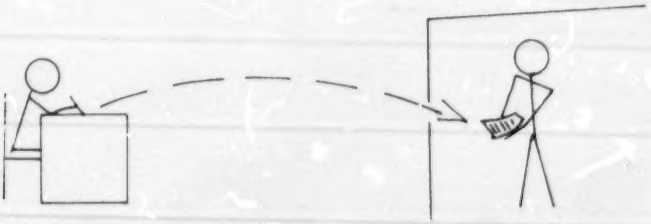
STEP NO. 3 JOB APPLICATION

In this step you will find:

- ☐ the definition of the letter of application
- ☐ a list of important factors to consider in writing a letter of application
- ☐ a sample letter of application
- ☐ the definition of resumé
- ☐ a list of important factors to consider in writing a resumé
- ☐ a sample resumé
- ☐ a list of important factors to consider in completing an application form
- ☐ a sample application form

What is a Letter of Application?

A letter of application is a strategy that a job seeker can use in order to introduce himself/herself to a potential employer. It should contain the following items of information: (a) the source from which knowledge of the job vacancy was obtained, (b) the title of the job position for which you are applying, and (c) your intent to apply for the position.



Important Factors to Consider in Writing a Letter of Application

1. If you believe the first impression is a lasting one, then you will agree that in introducing yourself to a potential employer, you should be especially careful that the content of the letter of application (a) includes all the required information, (b) is written in the proper format with appropriate white space in the bottom, top, and side margins, and (c) is grammatically correct (no incomplete sentences, no misspelled words, no punctuation errors, etc.). Perhaps you would be wise to ask a teacher or skilled student of English to proofread it.

2. To guard against your application not being reviewed because of illegible handwriting, type the application instead of writing it in pen or pencil. (If you do not type well, secure the services of a skilled typist.)

3. The first component of a letter of application is identifying the source of information from which you learned of the job vacancy. The explanation could be stated in the following manner.

   Examples

   a. As the result of a recommendation of Ms. Sandy Gross who informed me of the vacancy, I am applying for the position of nursing assistant.

b. Mr. Frank Lasey, a mutual friend, informed me of a job opening in your company as a machine operator. Please consider me an applicant for the position.

c. The Times and Democrat recently advertised a position in your company for autobody repairer which I think I am well qualified to fulfill. Your consideration of me as an applicant would be appreciated.

d. The position of graphic artist which you advertised in yesterday's Greenville Newspaper is one for which I believe I am well qualified. Your consideration of me as an applicant would be appreciated.

e. I am applying for the accounting clerk position that was advertised in the January 31 edition of The State Newspaper.

4. The second phase of the letter of application should highlight your specific qualifications for the job. These qualifications should include relevant information pertaining to work experience and educational background. If your educational background is more impressive and detailed than your work experiences, perhaps you might decide to call more attention to it; on the other hand, if your work experiences are more outstanding, perhaps you would want to dwell at length on them.

The second phase of the letter of application, a statement of your qualifications, could be expressed in the following manner:

Examples

a. As you can see from the enclosed resumé, I have had varied and numerous experiences in working with industrial equipment. In a statewide contest which identified the best students in machine shop operation, I was rated second in the State. Moreover, my average grades in the vocational area of machine operator have always ranked among the upper 10% of my class.

b. As you can see by the enclosed resumé, over the past three years I have worked with several different businesses in apprentice training for carpentry. These experiences have been invaluable to me in providing the confidence needed to perform many different kinds of jobs and in gaining expertise to become a master carpenter.

c. Your need for a master mechanic is apt to be met by a person who has excelled in this area for more than two years. As evidenced in the enclosed resumé, I have had a variety of experiences and have attained the necessary theory as well as applied skills essential for performing the job.

5. The third phase of the letter of application should specify dates and times that you would be available for an interview. In this paragraph, you should be as flexible as possible in giving alternative times that you would be available for interviewing. Examples of ways that this paragraph could be structured include the following:

Examples

a. At your convenience, I would appreciate being interviewed for the position. I am available any weekday from 9-5:00 p.m. and may be reached by telephone at 749-1234. If you prefer to write, please use the address on this letter.

b. You may contact me for an appointment for an interview from 8-12:00 p.m. by telephone at 752-9201 on Monday, Wednesday and Friday. Any other time, I can be reached at 752-8423. If you wish to write, please use the address on this letter.

SAMPLE LETTER OF APPLICATION

108 State Street
Forest Trees, South Carolina 21111
May 17, 19--

Ms. Connie Harris, Personnel Director
Edwards Textile Company
1304 High Avenue
Conway, South Carolina 20000

Dear Ms. Harris:

The position of graphic artist which you advertised in yesterday's Greenville Newspaper is one for which I feel well qualified. Your consideration of me as an applicant would be appreciated.

As you can see from the enclosed resumé, I have had varied and numerous experiences in working in the area of graphic communications. For example, in a statewide contest that identified the best students in graphic communications, I was rated second in the State. Moreover, my average grades in this vocational area have always ranked among the upper 10% of my class.

As a graphic artist in your company, I would eagerly put to use some of my skills in layout and illustrations. These skills have been cultivated in school as well as at home. Work experience at the local newspaper has given me on-the-job training in the graphic communications department. I enjoy this type of work immensely; I also enjoy working with others who have common interests in preparing the best possible product.

At your convenience, I would appreciate being interviewed for the position. I can be reached any weekday from 9 a.m. to 5 p.m. at this telephone number: 749-1234. If you prefer to write, please use the address on this letter. Thank you for your consideration of my request.

Sincerely,

Mary Dean

Mary Dean

Enclosure

What is a Resumé?

A resumé (also referred to as the personal data sheet) is a summary of your qualifications and personal attributes that you would like to submit for consideration by a prospective employer. Most resumes provide the following information: (a) personal information, (b) education, (c) work experience, and (d) references.

Important Factors to Consider in Writing a Job Resumé

1. Personal Information: In this section, you should provide a physical description; (i.e., information such as height, weight, and health). Also provided should your date of birth and other personal information which you consider important to communicate. Some people include their hobbies, special interests, marital status, religion, etc. The latter information is a matter of personal choice.

2. Education: In this section, an outline of education institutions which you have attended should be listed. This list of institutions should also include dates of attendance, location, and any certificates, diploma, etc., received as a result of the study. Additionally, you may wish to include specific courses which you have taken that will improve your value as an employee for the job that you are seeking. For example, if the job for which you are applying is graphic artist and you have taken related courses, you may want to list those courses.

3. Work Experience: Although your job-related work experience may not be extensive, the sole fact that you have worked may be important in itself. Therefore, you may consider any baby-sitting job, lawn cutting jobs, newspaper routes, etc. These types of jobs could provide evidence that you are anxious to work, that you are dependable, that you desire to take initiative, etc. Additionally, any cooperative work experience, apprenticeship training, or work-study experience should be included in this section.

   Usually this section lists the most recent work experiences first and the remaining jobs are cited in a reverse chronological order.

SAMPLE RESUMÉ

Mary Catherine Dean
108 State Street
Forest Trees, South Carolina 21111
Telephone: (803) 749-1234

POSITION FOR WHICH
APPLICATION IS BEING MADE: Graphic Artist

PERSONAL

Date of Birth: September 15, 1962
Height: 5'7"
Weight: 128 lbs.
Health: excellent
Special Interests: photography, sports

EXPERIENCE

Holly Hill Observer Newspaper, 120 Oak Street, Holly Hill, South Carolina – Assistant Layout Artist

Duties: Responsible for assisting the layout artist with news articles, especially the cataloging of want ads

Reason for Leaving: Cooperative training completed

Salary: $40 per week

The Times and Democrat, 1612 Elm Street, Orangeburg, South Carolina – Newspaper Carrier

Duties: Responsible for a newspaper route for both evening and morning paper

Reason for Leaving: Desire to obtain training via job

Salary: $30 per week

EDUCATION

Terrace Elementary School, Forest Trees, South Carolina – 1968-1974
Terrace High School, Forest Trees, South Carolina – 1974-1980

4. References: This section should list names of persons who are knowledgeable about your academic ability and/or your previous job performance. At least one of the references should be a character reference. The selection for character reference could be a minister or a family friend. (Be certain to request permission of individuals before citing them as references.)

Important Factors to Consider in Completing a Job Application Form

1. If a resumé/personal data sheet has been completed, refer to it in order to become familiar with answers to possible questions or information required on the job application form.

2. Always answer each question or provide required information for each statement. Do not leave any blanks on the application. If there is no response to a question, place the following response in the space: N/A (non-applicable). Be honest with your answers.

3. The application form should be completed accurately, with the most current information available, and neatly.

4. Before you begin, read the directions in order to avoid mistakes which would require making an erasure or cross-out.

5. Once the application is completed, you should proofread for accuracy. Remember, if the application is submitted prior to the job interview, this form may be your first introduction to a potential employer. The job application could determine whether or not you are considered for the job interview and finally whether or not you will get the job!

Review the completed application form on the following page. Then practice by completing the blank form on pages 25-26 with data which describes you.

SAMPLE FORM (completed for purpose of illustration)

JOB APPLICATION

May 14 1981
Date of Application

1. Name: Dean (Last) Mary (First) Catherine (Middle)

2. Social Security No. 247-16-1238

3. Address: 108 Stak St., Forest Trees, SC 21111 (Street, City, State, Zip)

4. Telephone No. (803) 749-1234

5. Birth Date and Place: 9/15/62 Forest Trees

6. Height: 5 ft. 7 in.

7. Weight: 128 lbs.

8. Present Health:
✓ excellent ___ good
___ fair ___ poor

9. Do you have any physical handicap or limitations? If yes, explain
___ Yes ✓ No

10. Position Desired Graphic Artist

11. List courses or training which prepared you for work.
Courses: Graphic communications, English (editing), Math (measurements/layout).
Training: offset/duplicating machines, layouts, and illustrations.

12. Circle highest year of school completed and give diploma or degree received, including H.S.E. or G.E.D.

Grade and High School:
1 2 3 4 5 6 7 8 9 10 11
(12)

College: Diploma or Degree
1 2 3 4 5 6 7

13. Employment History - Most recent job first.

a. Name of Employer Mary L. Smith
Address 120 Oak Street, Holly Hill, S.C.
Dates of Employment June 1 - July 31, 1980
Position and Duties assist layout artist w/news articles, cataloging want ads.

b. Name of Employer Sun East
Address 1612 Elm Street, Orangeburg, S.C.
Dates of Employment June 1 to August 9, 1979
Position and Duties newspaper route for morning and evening papers.

Job Application Cont.

14. Are you willing to travel or relocate for training?

✓ Yes ___ No

15. List hobbies, school or community activities and any offices, you have held.

vice president of the VICA club, member of highschool band, special interest in sports and photography

16. List three (3) references who are not related to you.

a. Name John C. Brown
Address West St. Forest Trees.
Relationship instructor

b. Name Mary L. Smith
Address Oak St. Forest Trees.
Relationship employer

c. Name Jan East
Address 107 Main, Forest Trees
Relationship employer

17. What would you like to be doing 10 years from now?

Multi-Media Consultant for an advertising company.

We do not discriminate on the basis of race, sex, age, handicap or national origin.

SAMPLE FORM (for your practice)

JOB APPLICATION

_____
Date of Application

1. Name: _____
Last First Middle

2. Social Security No. _____

3. Address _____
Street City State Zip

4. Telephone No. _____ _____

5. Birth Date and Place: _____

6. Height: ___ ft. ___ in.

7. Weight: ___ lbs.

8. Present Health:
___ excellent ___ good
___ fair ___ poor

9. Do you have any physical handicap or limitations? If yes, explain
___ Yes ___ No

10. Position Desired

11. List courses or training which prepared you for work.
_____
_____
_____
_____
_____
_____

12. Circle highest year of school completed and give diploma or degree received, including H.S.E. or G.E.D.

Grade and High School:

1 2 3 4 5 6 7 8 9 10 11 12

College: Diploma or Degree

1 2 3 4 5 6 7

13. Employment History - Most recent job first.

a. Name of Employer _____
Address _____
Dates of Employment _____
Position and Duties _____

b. Name of Employer _____
Address _____
Dates of Employment _____
Position and Duties _____

Job Application Cont.

14. Are you willing to travel or relocate for training?

_____ Yes _____ No

16. List three (3) references who are not related to you.

a. Name
Address
Relationship

b. Name
Address
Relationship

c. Name
Address
Relationship

15. List hobbies, school or community activities and any offices you have held.

_____

_____

_____

_____

17. What would you like to be doing 10 years from now?

_____

_____

_____

_____

_____

We do not discriminate on the basis of race, sex, age, handicap or national origin.

STEP NO. 4 JOB INTERVIEW

In this step you will find:

- ☐ preparations for an interview
- ☐ techniques to make an interview successful
- ☐ ways to follow-up an interview
- ☐ questions frequently asked during an interview
- ☐ appropriate dress for an interview
- ☐ a guide to a thank-you letter as a follow-up to an interview
- ☐ reasons that people do not get jobs

The interview is the most important step in your job search. Look forward to the interview---it will give you the opportunity to discuss your qualifications for a position.

Take time to prepare yourself for the job interview. Here are some helpful hints:

Before the Interview

1. Research the company. College placement centers, libraries, and the chambers of commerce are good sources of information.
2. Review your qualifications and the requirements of the job for which you are applying. Organize your thoughts in such a manner that you can intelligently discuss the correlation.
3. Appearance is important. The first impression which you make may well be a lasting one! Dress appropriately; be neat, and clean. (For details on dress, refer to pages 31-32.)
4. Know the exact time and place of the interview. Arrive at least ten minutes early.
5. Take your own pen and pencil.
6. Carry a copy of your resumé with you.
7. Be prepared to furnish names and addresses of references.
8. Go alone – do not bring friends!

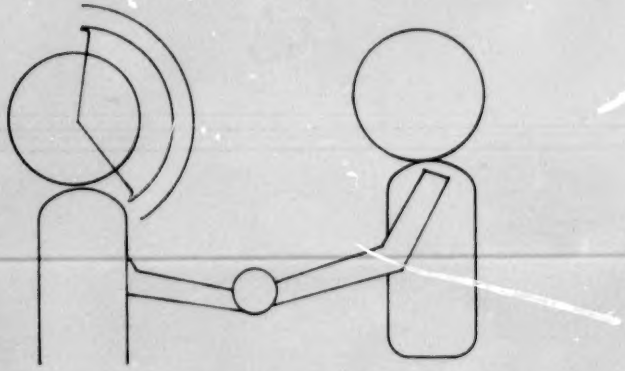
During the Interview

1. Introduce yourself in a quiet, pleasant manner.
2. Shake hands only if interviewer offers hand first.
3. Answer questions in a pleasant but brief and businesslike way. Be prepared for a surprise question.
4. Always make positive and accurate statements about your ability and do not dwell on your weak points.
5. Speak clearly; listen carefully; and be interested.

6. Do not chew gum or smoke during the interview.

7. Know something about the position and show sincere interest in the position for which you are applying.

8. Be realistic in discussing wages.



After the Interview

1. Critique the interview. Review any effective techniques which you used during the interview (e.g., being a good listener who responds intelligently).

2. Write down any job leads or helpful information which surfaced during the interview.

3. Follow up after the interview. Write a thank-you letter to express your appreciation for the time spent by the interviewer. The thank-you letter provides an additional opportunity to emphasize your qualifications for the job. (A sample letter appears on page 33.)

4. If you don't hear from the organization within two weeks, contact the interviewer to find out about the status of your application.

5. Keep up your courage if the interviewer does not hire you. You may not get the first job you seek.

Questions Frequently Asked During the Job Interview

1. What are your future career plans?
2. How would you describe yourself?
3. How do you spend your spare time?
4. In what type of position are you most interested?
5. Why do you think you would like to work for our company?
6. Why should I hire you?
7. What qualifications do you have that make you think that you will be successful in the working world?
8. How do you determine or evaluate success?
9. If you were hiring a graduate for this position, for what qualities would you look?
10. What subjects in school did you like best?
11. Do you prefer working with others or by yourself?
12. Can you take instructions without feeling upset?
13. What have you learned from participation in extra-curricular activities?
14. In what kind of work environment are you most comfortable?
15. How do you work under pressure?
16. What do you know about our company?
17. Are you willing to travel?
18. Are you willing to spend six months as a trainee?
19. Are you willing to work overtime?
20. What have you learned from your mistakes?

Appropriate Dress For An Interview

Regardless of what might be appropriate for wearing on the job which you seek, go to an interview dressed conservatively. You will never be faulted if your dress is somewhat more formal than that of the person interviewing you. You will, however, find yourself out-of-place if you are not dressed at least to the interviewer's standards.

If you are a man . . .

a) do not wear shirts, ties, or sports coats with loud colors or prints; (Note: Rely on gray, navy, dark brown or green for your pants and coat.)

b) make certain that hair is freshly washed and neatly combed: (Note: Arrive early in order to have time to re-comb hair if necessary. Avoid having hair cover too much of forehead.)

c) manicure fingernails;

d) do not wear rumpled or even slightly soiled clothing;

e) polish your shoes;

f) do not wear white or loud colored socks;

g) do not wear more than one ring on each hand and avoid necklaces.

If you are a woman . . .

a) do not wear overly bright colors; (Note: Rely on navy, gray, dark green or brown, beige -- subtle colors.)

b) manicure fingernails; (Note: Nail polish, if used at all, should be a muted color.)

c) wear a minimum of jewelry; (Note: Do not wear more than one ring on each hand; avoid wearing more than one necklace; do not wear large or dangling earrings.)

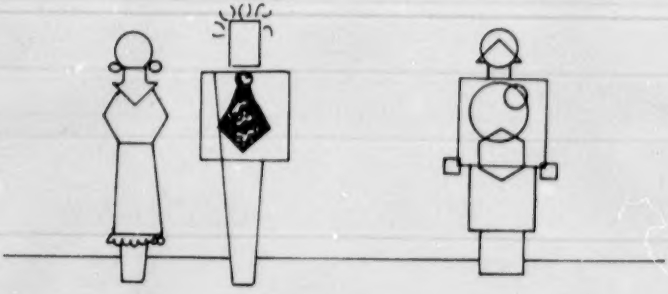
d) wear shoes of moderate height in order not to appear awkward or ill-at-ease;

e) make certain that hair is freshly washed and neatly combed; (Note: Avoid extreme hairstyles -- too attention getting. Arrive early in order to have time to re-comb hair if necessary. Do not allow too much hair to cover face.)

f) do not wear rumpled or even slightly soiled clothing;

g) clean your shoes.

Maintain good posture in your interview without appearing stiff. Look the interviewer in the eye as you speak or are spoken to. This direct eye contact will contribute positively to both your appearance and self-confidence. Do not chew gum, bite your fingernails, or adopt other mannerisms that make you appear nervous or ill-at-ease. Be pleasant; but be careful not to giggle or laugh loudly. Speak softly but clearly.



Thank-You Letter as a Follow-Up to the Interview

After the interview, be sure to write a thank-you letter to the interviewer. The thank-you letter is another opportunity to provide important information in support of your application that you may have neglected to emphasize during the interview. The letter might follow this form:

Mr. Paul Jones
Personnel Director
Winstead Corporation
Columbia, SC 29201

Dear Mr. Jones:

Thank you for the opportunity to interview for the position of sales trainee with your company. The work sounds challenging and exciting, and I am convinced that the job is something which I would like to do.

I appreciate your time and the many courtesies which you showed me. I am still extremely interested in working for the Winstead Corporation. If hired, I would strive to be a most reliable employee.

Sincerely,

Steven Smith

Steven Smith

Either a typewritten or handwritten letter is acceptable. Whichever form you choose, strive for perfection! Neatness and accuracy are imperative!

Reasons That People Do Not Get Jobs

1. Inappropriate career goal
2. No career plans
3. Failure to look for work frequently enough
4. Inability to explain skills to an employer
5. Poor personal appearance (i.e., grooming and clothing) and inappropriate mannerisms during job interview
6. Inability to explain problems such as age, disability, lengthy unemployment, during the job interview
7. Excessive tardiness
8. High rate of absenteeism
9. Inability to get along with supervisors
10. Inability to get along with co-workers
11. Failure to produce sufficient work (primarily due to lack of consistency of effort)
12. Failure to produce quality work

STEP NO. 5 JOB MAINTENANCE

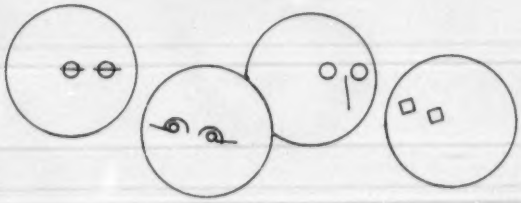
In this step you will find:

- ☐ the definition of job maintenance
- ☐ the reason for the importance of attitude
- ☐ work habits and interpersonal skills
- ☐ adjusting your attitude
- ☐ expectations of your employer
- ☐ expectations of employee

What Is Job Maintenance?

Job maintenance may be considered the performance of one's job in a manner which the employer considers satisfactory. Such performance will enable the worker to continue in a position; and, in cases where performance surpasses what is considered normal, advancement or promotion may occur.

Once you have been hired, your employment situation is barely begun. After being hired, you have a responsibility to do well on the job. You are responsible for maintaining the proper level of performance in order to insure that you keep the job which you have worked so diligently to get.



The Importance of Attitude

The old saying that "attitude is more important than ability" is certainly true. Competent workers continue to be terminated or resign on their own due to poor attitude and/or poor personal skills. Most workers possess the ability to do the job which they are hired to do; if they fail to hold the job, the reason is usually attributed to poor attitude. A recent study of beginning workers who had been fired showed that 82 percent lost their jobs because they did not get along well with people.

Being a successful worker not only requires that you adjust to the job, but that you adjust the job to you. Many beginning workers recognize only the first of these – adjusting to the job. They place all the control for job success and satisfaction within the responsibility of the employer. Actually, this responsibility is a two-way street. Recognition that *you* can do a lot to insure satisfaction and success in your job is most important!

Work Habits And Interpersonal Skills

Your work habits and your interpersonal skills (i.e., getting along with co-workers) are the two most influential aspects of job maintenance. Work habits obviously include such traits as good attendance, tasks well done, and tasks completed on time. Interpersonal skills include such qualities as friendliness, cooperation, respect, and honesty. Good work habits and interpersonal skills must be practiced in order for you to be productive and successful.

Of course, to expect any worker to begin with perfect work habits and interpersonal skills is unrealistic. Most employers will realize new workers are nervous and inexperienced. They will expect you to make some mistakes and to be less than perfect at the beginning. They will also realize, as you should, that getting along with others does not just happen. It must be learned just like the technical skills associated with most jobs.

Adjusting Attitude

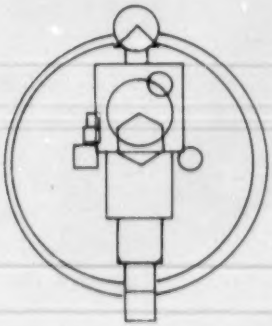
The most important factor in getting along well with others is your attitude. Your attitude usually stems from your outlook on life. It is shown by the way you behave in the presence of other people. If you look at life, your job, and other people as worthwhile, then your attitude will reflect your thoughts. You will be the kind of person with whom other people enjoy working. If you are not that kind of person, you should realize that you can change. This healthy attitude can be developed!

By practice you can do a lot to become the kind of person who likes others and whom others like. The sooner you begin to excercise control over your personality and your attitude, the sooner you will become the type of person who succeeds.

Try to smile and say something friendly to each person with whom you work. In time this friendliness to everyone will become a natural part of your behavior.

After you have learned the friendly behavior technique, you are ready for the active listener technique. The next time someone at work talks to you, even though the conversation may not interest you at all, really try to listen and be aware of what is being said. This behavior may be difficult at first, but you can learn to listen to others. Once you master this art, you are well on your way to becoming more valuable as a friend as well as a co-worker and employee.

Learning to be an effective listener as well as a friendly co-worker helps you to become the kind of person you want to be – the kind of person with whom you and others enjoy working. Adjusting your attitude plays a vital part in job maintenance.



Expectations of Employer

While your employer will not expect you to be perfect, he/she will expect you to possess certain characteristics. You should be aware that you must provide some skills to the company that will allow it to make money to pay your salary. In other words, you must enable the company to make a profit so your salary can be paid! In addition to a good day's work, employers will expect you to possess the following qualities:

1. Honesty
2. Dependability
3. Initiative
4. Cooperation
5. Enthusiasm
6. Loyalty
7. Acceptance of constructive criticism
8. Willingness to follow directions
9. Willingness to learn

Expectations of Employee

Just as the employer has certain expectations from his employees, likewise the employee has a right to expect certain things from the employer! Some employers are more considerate than others; but most employers offer the following benefits to their employees:

1. Fair salary
2. Safe working conditions
3. Job training
4. Explanation of rules and regulations
5. Introduction to other employees
6. Evaluation of your work
7. Encouragement of honesty and openness

Keeping a job can be as challenging as getting one! Remember, you have the *ability* to do the work. Whether or not you keep the job depends on your attitude, your work skills and interpersonal skills, and your sincere desire to succeed.

In order that people may be happy in their work, three things are needed: they must be fit for it; they must not do too much of it; and they must have a sense of success in it.

John Ruskin
1851

This is the feeling that
gives a man true courage--
the feeling that he has
a work to do at all costs:
the sense of duty.

Charles Kingsley

People are always blaming their circumstances for what they are. I don't believe in circumstances. The people who get on in this world are the people who get up and look for the circumstances they want, and if they can't find them – make them.

George Bernard Shaw

He who has a *why* to live can bear with almost any *how*.

Friedrich Nietzsche

An executive organization,
like a chain, is no stronger
than its weakest link.

Robert Patterson

A team, a business organization,
an individual, all make the
greatest progress as they
develop teamwork.

P. K. Wrigley

What we call "creative work" ought not to be called work at all, because it isn't . . . I imagine that Thomas Edison never did a day's work in his last fifty years.

Stephen Leacock

The way to become truly useful
is to seek the best that
other brains have to offer.

Gordon Dean

Such strength as a man
has, he should use.

Cicero

To be conscious that you are
ignorant of the facts
is a great step to knowledge.

Benjamin Disraeli